

PROSEDUR MEMUAT NAIK TAPAK PEMBELAJARAN DAN LAMAN WEB KE FILE MANAGER

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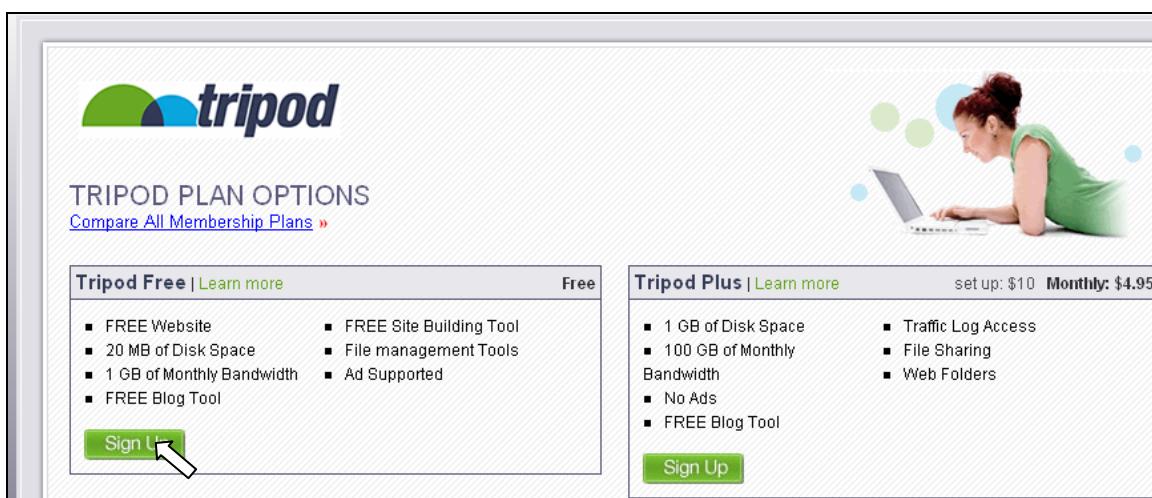
Kuala Lumpur
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Prosedur memuat naik Tapak Pembelajaran dan Laman Web ke File Manager

1. Siapkan Tapak Pembelajaran. Lihat contoh susun letak dan reka bentuk Tapak Pembelajaran seperti yang disedakan. Klik **File, Publish to the Web ...** dan namakan fail sebagai **index**
2. Setelah Tapak Pembelajaran siap, maka kita telah bersedia untuk memuat naik Tapak Pembelajaran ke web atau laman sesawang.
3. Pergi ke www.tripod.com dan daftar diri untuk buka akaun dengan Tripod.



4. Klik **Start Now** dan isi borang pendaftaran seperti yang berikut. Isikan semua butiran yang diperlukan.
5. Klik butang **Sign Up** pada kotak **Tripod Free** seperti yang ditunjukkan dalam gambar di bawah.



6. Isikan semua butiran yang diperlukan ke dalam borang pendaftaran.

The screenshot shows the LYCOS Sign In Information page. At the top, there's a logo for 'tripod' and a woman using a laptop. A note says 'Already registered? [Sign in here](#)'. Below that is the 'LYCOS Sign In Information' section. It has three main input fields: 'Username' (with a note: 'Username may consist of a-z, 0-9, dashes and a single periods'), 'Password' (with a note: 'Password must be 6 characters or more. It is not case sensitive.'), and 'Confirm Password'. To the right of these fields is a note: 'Your username is how you are identified at Tripod and the rest of the LYCOS Network. Your username cannot be changed once you select it, so please choose carefully.' Below this is the 'Account Information' section with 'First Name' and 'Last Name' fields. There's also a note: 'Please read our [privacy policy](#) which explains how we collect and use information and the choices you have.'

7. Setelah selesai mendaftar, anda akan dibawa ke paparan pemuka seperti yang ditunjukkan di bawah. Klik **File Manager**.

The screenshot shows the Tripod member dashboard. At the top, there's a navigation bar with 'Lycos Home', 'Lycos Mail', 'Quick Menu', 'Search', 'Tripod Help', 'Hello, elbywahida!', and 'Logout'. Below that is a menu bar with tabs: 'Home', 'My Account', 'Site Builder', 'Blog Builder', 'Photo Album Builder', 'File Manager' (which has a cursor pointing to it), and 'HTML Editor'. The main content area has several sections: 'YOU HAVE NO SITE BUILDER SITES' with a link to 'Create a site'; 'YOU HAVE NO BLOGS' with a link to 'Create a blog'; 'YOU HAVE NO PHOTO ALBUMS' with a link to 'Create a photo album'; and 'YOU HAVE NO DOMAINS' with a link to 'Buy one today'. There are also resource links like 'Upgrade Plan' and 'Manage Extras', and a 'Get Your Domain' section with a note: 'Only \$12.95, including FREE POP email, subdomains, and domain forwarding' and a '.com' dropdown menu. At the bottom, there are links for 'Tripod Member Resources' and 'What's Happening on Tripod'.

8. Apabila anda mengelik **File Manager**, anda akan dibawa ke paparan yang berikutnya seperti yang ditunjukkan di bawah. Anda telah bersedia untuk memuat naik fail ke **File Manager**.

The screenshot shows the Tripod FileManager interface. At the top, there's a navigation bar with links for HOME, BUILD & EDIT, TOOLS, HOST, SMALL BUSINESS, MEMBER SITES, and MY ACCOUNT. Below this is a 'QUICK LINKS' bar with icons for HTML Editor, Blog Builder, Photo Album, Image Gallery, and Script Editor. The main area is titled 'FILE MANAGER' with tabs for FILES, PRIVATIZE, and BACKUP & RESTORE. A toolbar below the tabs includes buttons for Edit, Rename, Move, Copy, Delete, New Directory, and Upload via (with a dropdown arrow). The 'Directory' is set to http://elbywahida.tripod.com/. On the right, account status is shown as 0.1 mb used and 19.9 mb remaining. The main content area displays a table of files and directories:

Up	Name	Type	Size (kb)	Date modified
	_private	DIR	0	01/31/08 03:58:23 AM EST
	vti_bin	DIR	0	01/31/08 03:58:23 AM EST
	vti_cnf	DIR	0	01/31/08 03:58:23 AM EST
	vti_pvt	DIR	0	01/31/08 03:58:23 AM EST
	vti_txt	DIR	0	01/31/08 03:58:23 AM EST
	cgi-bin	DIR	98	01/31/08 03:58:23 AM EST

9. Seterusnya klik pada tanda **v** pada kotak opsyen **Upload** seperti yang ditunjukkan pada paparan di atas. Setelah diklik, paparan berikut akan dapat dilihat.

This screenshot shows the same FileManager interface as the previous one, but the 'Upload via' dropdown menu is now open, revealing the option 'single files (8)'. The rest of the interface and file list remain the same.

10. Klik pada **single files (8)**. Setelah diklik, paparan untuk memuat naik seperti yang berikut akan dapat anda lihat.

tripod FileManager Image Gallery Lycos Domains Upgrade My Account

Have you seen Tripod's New [Image Gallery](#)? There's more than 10,000 images for you to use!

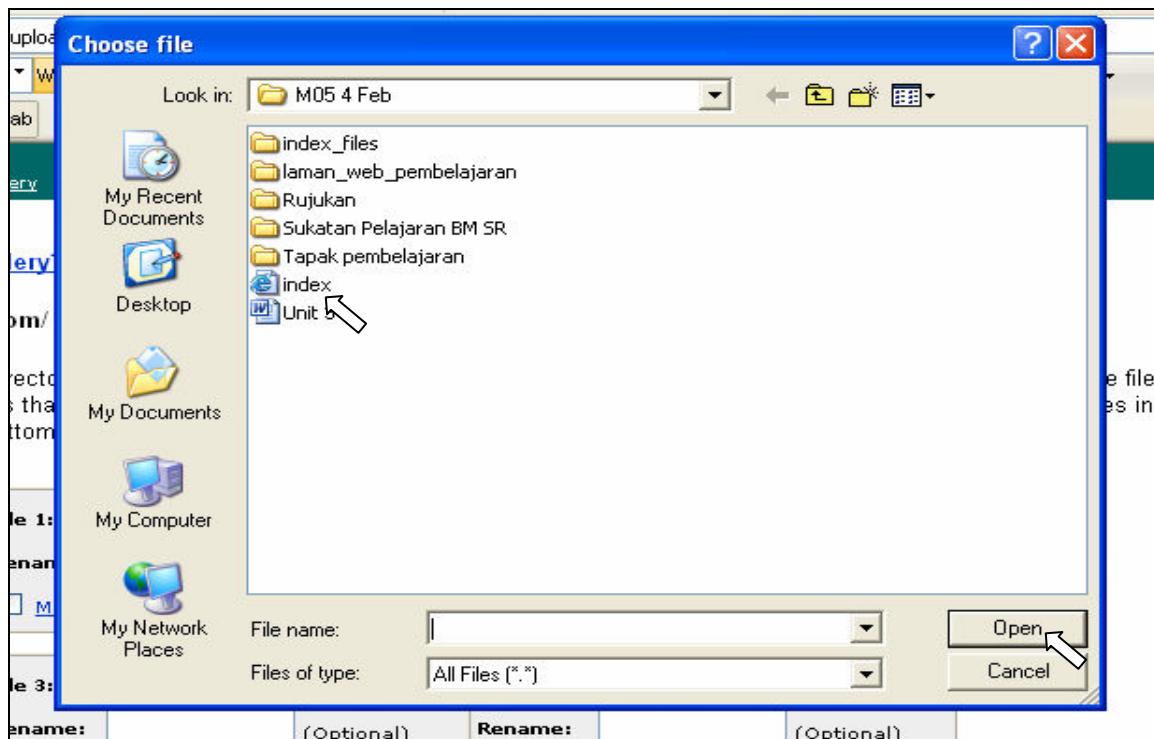
Upload to: <http://elbywahida.tripod.com/>

Alamat Tapak Pembelajaran

Uploading files to your Tripod member directory is easy. Use this page to upload up to eight separate files at once. Simply enter the appropriate file names in the appropriate fields. If you're uploading less than eight files, just leave the other fields empty. If you wish to rename your files, enter the new names in the space provided. Then click "Upload" at page bottom. If you're not sure of the file path, click "Browse" to find the file on your hard drive.

File 1:	<input type="text"/> <input type="button" value="Browse..."/>	File 2:	<input type="text"/> <input type="button" value="Browse..."/>
Rename:	<input type="text"/> (Optional)	Rename:	<input type="text"/> (Optional)
<input type="checkbox"/> Make lowercase*	<input type="checkbox"/> Allow overwrite**	<input type="checkbox"/> Make lowercase*	<input type="checkbox"/> Allow overwrite**
File 3:		File 4:	
<input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/> <input type="button" value="Browse..."/>	
Rename:		Rename:	
<input type="checkbox"/> Make lowercase*		<input type="checkbox"/> Allow overwrite**	
File 5:		File 6:	
<input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/> <input type="button" value="Browse..."/>	
Rename:		Rename:	
<input type="checkbox"/> Make lowercase*		<input type="checkbox"/> Allow overwrite**	
File 7:		File 8:	
<input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/> <input type="button" value="Browse..."/>	

11. Anda akan dapat melihat alamat Tapak Pembelajaran anda seperti yang ditunjukkan di dalam gambar di atas. Klik pada butang **Browse**. Klik kotak Make lowercase* dan kotak Allow overwrite**. Baca penerangan yang ada pada paparan memuat naik tentang Make lowercase* dan Allow overwrite. Setelah butang **Browse** diklik, paparan berikut akan dapat dilihat.

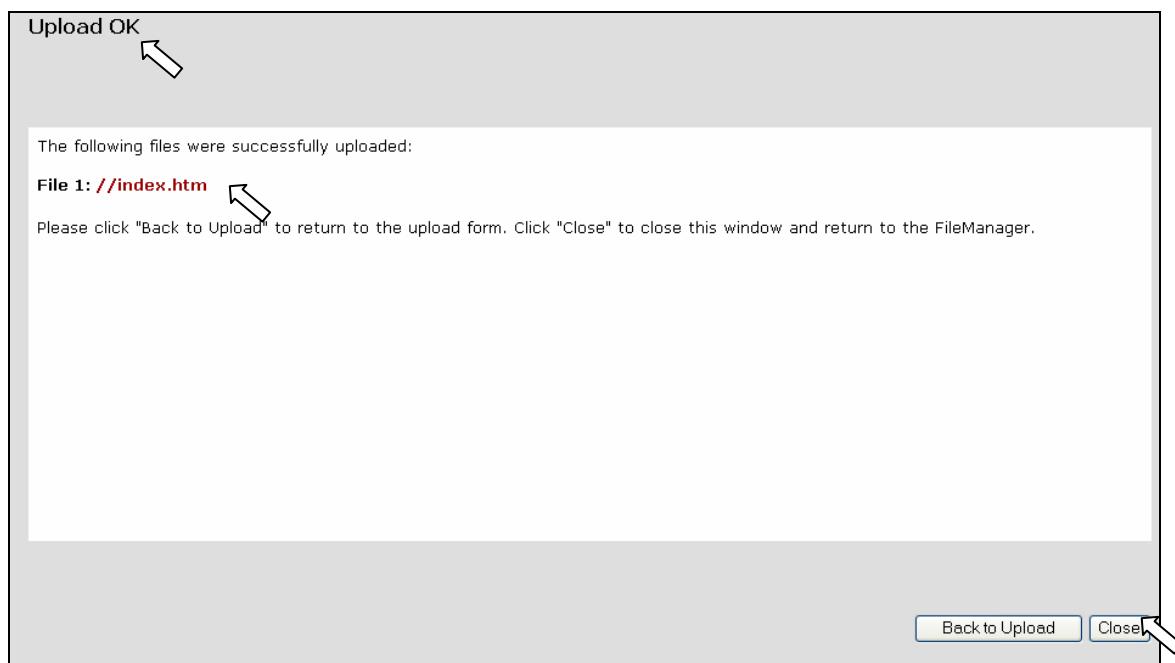


12. Klik pada **index** dan klik open. Paparan berikut akan dapat anda lihat.
Klik butang **Upload**.

The screenshot shows a file upload form with eight separate sections for each file. Each section contains a 'Browse...' button, a 'Rename:' input field, and two checkboxes: 'Make lowercase*' and 'Allow overwrite**'. The 'Make lowercase*' checkbox is checked for File 1. The 'Allow overwrite**' checkbox is checked for File 1 and File 2. Below the sections are two buttons: 'Upload' and 'Cancel', with an arrow pointing to the 'Upload' button.

File 1: <input type="text" value="G:\L2\BPG\P"/> <input type="button" value="Browse..."/>	File 2: <input type="text"/> <input type="button" value="Browse..."/>
Rename: <input type="text"/> (Optional)	Rename: <input type="text"/> (Optional)
<input checked="" type="checkbox"/> Make lowercase* <input checked="" type="checkbox"/> Allow overwrite**	<input type="checkbox"/> Make lowercase* <input type="checkbox"/> Allow overwrite**
File 3: <input type="text"/> <input type="button" value="Browse..."/>	File 4: <input type="text"/> <input type="button" value="Browse..."/>
Rename: <input type="text"/> (Optional)	Rename: <input type="text"/> (Optional)
<input type="checkbox"/> Make lowercase* <input type="checkbox"/> Allow overwrite**	<input type="checkbox"/> Make lowercase* <input type="checkbox"/> Allow overwrite**
File 5: <input type="text"/> <input type="button" value="Browse..."/>	File 6: <input type="text"/> <input type="button" value="Browse..."/>
Rename: <input type="text"/> (Optional)	Rename: <input type="text"/> (Optional)
<input type="checkbox"/> Make lowercase* <input type="checkbox"/> Allow overwrite**	<input type="checkbox"/> Make lowercase* <input type="checkbox"/> Allow overwrite**
File 7: <input type="text"/> <input type="button" value="Browse..."/>	File 8: <input type="text"/> <input type="button" value="Browse..."/>
Rename: <input type="text"/> (Optional)	Rename: <input type="text"/> (Optional)
<input type="checkbox"/> Make lowercase* <input type="checkbox"/> Allow overwrite**	<input type="checkbox"/> Make lowercase* <input type="checkbox"/> Allow overwrite**

13. Apabila **Upload** diklik, paparan berikut akan ditunjukkan di skrin komputer.



Pada paparan skrin, akan ditunjukkan **Upload OK**, dan ditunjukkan fail yang dimuat naik **File 1://index.htm**. Klik **Close**. Apabila mengelik **Close**, paparan berikut akan ditunjukkan.

The screenshot shows the Tripod FileManager interface. At the top, there's a navigation bar with links like HOME, BUILD & EDIT, TOOLS, HOST, SMALL BUSINESS, MEMBER SITES, and MY ACCOUNT. Below the navigation bar is a toolbar with buttons for Edit, Rename, Move, Copy, Delete, New Directory, and Upload via. A status bar at the top right indicates account usage: 0.2 mb used / 19.8 mb remaining. The main area is a table listing files in the directory <http://elbywahida.tripod.com/>. The table has columns for Name, Type, Size (kb), and Date modified. One file, 'index.htm', is highlighted with a blue selection box. An arrow points to the 'Edit' button in the toolbar.

Name	Type	Size (kb)	Date modified
_private	DIR	0	01/31/08 03:58:23 AM EST
_vti_bin	DIR	0	01/31/08 03:58:23 AM EST
_vti_cnf	DIR	0	01/31/08 03:58:23 AM EST
_vti_pvt	DIR	0	01/31/08 03:58:23 AM EST
_vti_txt	DIR	0	01/31/08 03:58:23 AM EST
cgi-bin	DIR	98	01/31/08 03:58:23 AM EST
index.htm	HTML	108	02/01/08 11:06:50 PM EST

14. Anda akan dapat melihat **index.htm** telah dimasukkan ke dalam File Manager. **Fail index.htm ialah fail kerja yang telah anda Publish to the Web dan secara semula jadinya telah diberikan nama index**. Kini anda telah bersedia untuk meletakkan Tapak Pembelajaran anda ke Laman Web. Berikut merupakan langkah yang seterusnya untuk memuat naik Laman Web Pembelajaran anda. Klik pada kotak kecil yang terletak di sebelah **index.htm**. Selepas itu Klik **Edit**. Anda akan dapat melihat paparan yang seperti yang berikut.

The screenshot shows the FreeForm Editor interface. At the top, there's a navigation bar with links like HOME, BUILD & EDIT, TOOLS, HOST, SMALL BUSINESS, MEMBER SITES, and MY ACCOUNT. Below the navigation bar is a toolbar with buttons for New, Open, Choose a page add-on, color palette, Preview, Save, Save as..., and Done. A status bar at the top right indicates 'Tripod web'. The main area is a code editor window titled 'Filename: /index.htm'. The code is written in HyperText Markup Language (HTML). A large blue arrow points from the text 'HyperText Markup Language (HTML)' to the code in the editor. The code includes standard HTML tags like <html>, <head>, <meta>, <link>, <style>, <title>, and <!--[if !mso]>...</!-->.

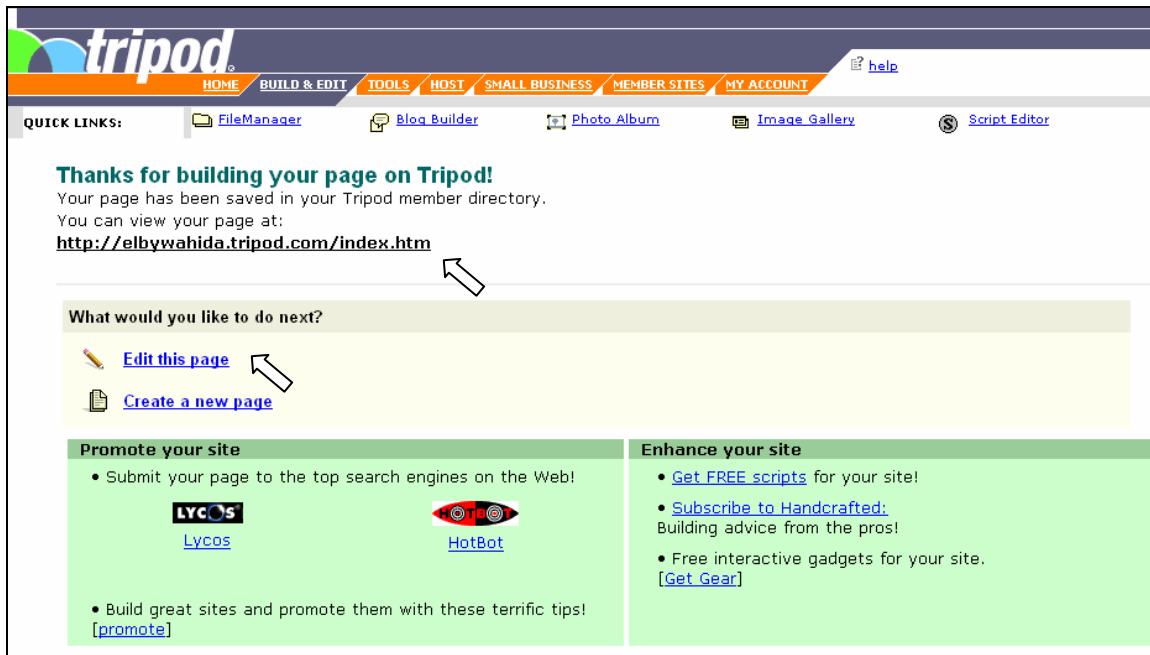
```

<html xmlns:v="urn:schemas-microsoft-com:vml"
      xmlns:o="urn:schemas-microsoft-com:office:office"
      xmlns:dt="uuid:C2F41010-65B3-11d1-A29F-00AA00C14882"
      xmlns="http://www.w3.org/TR/REC-html40">

<head>
<meta http-equiv=Content-Type content="text/html; charset=windows-1252">
<link rel=File-List href="index_files/filelist.xml">
<!--[if !mso]>
<style>
v\:* {behavior:url(#default#VML);}
o\:* {behavior:url(#default#VML);}
b\:* {behavior:url(#default#VML);}
.shape {behavior:url(#default#VML);}
</style>
<![endif]-->
<title>Home</title>
<style>
<!--

```

15. Anda akan dapat melihat kotak pengaturcaraan yang menggunakan bahasa **HTML** (Hyper Text Markup Language). HTML merupakan bahasa pengaturcaraan program. Pada peringkat ini, kita tidak akan mendalami HTML, cuma sekadar mengetahui bahawa bahasa pengaturcaraan itulah yang membentuk sesuatu program atau kerja yang kita lakukan.
16. Sila klik **Save** dan kemudian klik **Done**. Setelah selesai mengelik **Done**, paparan berikut akan ditunjukkan.



17. Anda akan dapat melihat alamat Tapak Pembelajaran anda iaitu dalam konteks ini <http://elbywahida.tripod.com/index.htm>. Ini merupakan alamat Tapak Pembelajaran anda. Anda juga akan dapat melihat [Edit this page](#). Fungsi ini akan kita kendalikan kemudian. Klik pada alamat Tapak Pembelajaran anda dan lihatlah hasilnya.
18. Tamatlah bahagian **Pertama** cara untuk memuat naik Tapak Pembelajaran ke dalam web. **Selepas ini kita akan belajar cara untuk merangkaikan fail dengan Tapak Pembelajaran, dan memasukkan fitur mudah seperti tarikh ke dalam Tapak Pembelajaran anda.** Bergembiralah!

Peringatan:

Sekiranya anda hendak mengubah isi kandungan Tapak Pembelajaran, anda perlu mengubahnya di dalam Fail Kerja dengan menggunakan Publisher. Setelah selesai mengedit dan melakukan perubahan, simpan fail kerja anda itu dan Publish to the Web dengan menggunakan nama index. Ini bermakna fail **index** yang lama akan terpadam. **Upload** ke **File Manager** dengan

menggunakan prosedur yang sama. Cubalah menukar-kukar Tapak Pembelajaran anda.